

## **Title XII Loan and Repayment Application System**

The Title XII Loan and Repayment Application System (LARAS) allows a state to request Title XII loans from and to make voluntary loan repayment requests to the Federal Unemployment Account (FUA) online over the Internet. The URL for the system is:

<http://www.etareports.doleta.gov/titlexii>

A password and a Personal Identification Number (PIN) are required to access the system. The password and PIN will be issued to the governor of a state or a state official with the authority, delegated by the governor, to request Title XII advances and make voluntary repayments.

To request a password and PIN, please contact:

U.S. Department of Labor  
ETA Office of Workforce Security (OWS)  
email: [ows.titlexii@dol.gov](mailto:ows.titlexii@dol.gov)  
phone: 202-693-2933

Once a state has access to the system, the following can be accomplished:

- Submit a request for advances
- Submit a supplemental request for advances (to an existing request for advances)
- Submit a request for voluntary repayment of advances

These requests are made by completing a letter template form for the respective loan activity. The addressee information in the template (the Secretary of Labor's name, the Office of Workforce Security Administrator, and address) is dynamically populated by the system. The Signatory Name and Title are also dynamically populated by the system based on the Signatory Official on file with OWS. If the information needs to be updated or corrected, please notify OWS using the contact information cited above.

An electronic correspondence file of the request will automatically be generated from the form in PDF format. A draft of the request can be saved so that the correspondence file can be reviewed and edited, if necessary. When ready, this correspondence file should be submitted to the Department of Labor, Office of Workforce Security to officially make the request. A PIN is required to submit requests for advances, supplemental requests, and requests for repayments and is acceptable as the electronic signature for and certification of a request.

### **Requesting an Advance**

This request is made by clicking the **Request an Advance** link on the Homepage. That brings up a letter template screen for initiating a Title XII loan request. All data entry fields are required. On this screen:

- The date of request in the date field at the top of the letter defaults to the current date, but can be edited (mmddyyyy format).
- In the body of the letter, choose the starting month/year for the loan request from the drop-down menu. The two fields that follow will be automatically populated based on the month/year selected from the drop-down menu.
- The “Months of Transfer” are also populated based on the month/year selected from the drop-down menu.
- In the three fields below the “Amount Not To Exceed” heading, enter the amount requested for each month (in the corresponding field in the column on the right). Enter whole dollars only; the range of values for the dollar amount is 0 to 999,999,999. If funds are not needed for a particular month, enter 0.

At the bottom of the screen are options to save the information entered in the letter as a draft without submitting it to OWS/DOL, to proceed with submitting it, to reset the template or to cancel.

### **Supplemental Request for Advances**

The “Request Supplemental Advance” functionality on a loan request is enabled after the request for advances is submitted. The functionality is only enabled and only displays during the three months of transfer stated in the original request for advances. There is no limit to the number of supplemental requests that can be made. Another supplemental request can be started after the previous one is submitted to DOL.

Supplemental requests are made from the “Loan Overview” screen of a submitted or processed request for advances. On that screen, the “**Request Supplemental Advance**” link is available in the left navigation bar. Clicking that link brings up the “Supplemental Advance Request” letter template. All data entry fields are required on this screen:

- The date of request in the date field at the top of the letter defaults to the current date, but can be edited (mmddyyyy format).
- In the body of the letter, choose the month/year for the supplemental request from the drop-down menu.
- In the next field, enter the amount requested. Enter whole dollars only; the range of values for the dollar amount is 1 to 999,999,999.
- The next field is the previous advance request amount(s). It is read-only and auto-filled by the system.

- The total requested amount is the sum of the amount requested and the previously requested amount(s). It is also read-only and calculated by the system.
- The month/year in the field at the end of the paragraph is automatically populated based on the month/year drop-down selection for the supplemental request.

At the bottom of the screen are options to save the information entered in the letter as a draft without submitting it to OWS/DOL, to proceed with submitting it, to reset the template or to cancel.

### **Voluntary Repayment of Advances**

This request is made by clicking the “**Make a Repayment Request**” link on the Homepage. That brings up a screen for selecting the method for repaying part or all of advances made to the state. The options are:

1. Specify repayment amount and effective date, or
2. Transfer all available funds at the close of business for a specific period.

The first option brings up a letter template for requesting a specific repayment of advances. All data entry fields are required on this screen:

- The “Date of Request” in the date field at the top of the letter defaults to the current date, but can be edited (mmddyyyy format).
- In the first field of the body of the letter, enter the date the state was approved for making voluntary repayment requests (mmddyyyy format).
- In the “Date” field, enter the date (mmddyyyy format) the funds for repayment are to be transferred.
- In the “Amount” field, enter the amount to be repaid. Enter whole dollars only; the range of values for the dollar amount is 1 to 999,999,999.
- Next, indicate contact information in one of three ways:
  1. Check the box “me at (Signatory Official telephone number pre-populated based on the information in the system)”, or
  2. Check the box for a contact other than the Signatory Official. If checking this box, enter the name, title, phone number, and extension (if applicable) of the point of contact, or

3. Check both boxes to list both the Signatory Official and another contact. Enter the name, title, phone number, and extension (if applicable) of the other point of contact.

At the bottom of the screen are options to save the information entered in the letter as a draft without submitting it to OWS/DOL, to proceed with submitting it, to reset the template or to cancel.

The second option brings up a letter template for requesting that all available funds at the close of business be repaid. All data entry fields are required on this screen:

- The “Date of Request” in the date field at the top of the letter defaults to the current date, but can be edited (mmddyyyy format).
- In the body of the letter, enter the starting date (mmddyyyy format) for the requested repayment period in the first date field and enter the ending date (mmddyyyy format) for the requested repayment period in the second date field.
- Next, indicate contact information in one of three ways:
  1. Check the box “me at (Signatory Official telephone number pre-populated based on the information in the system)”, or
  2. Check the box for a contact other than the Signatory Official. If checking this box, enter the name, title, phone number, and extension (if applicable) of the point of contact, or
  3. Check both boxes to list both the Signatory Official and another contact. Enter the name, title, phone number, and extension (if applicable) of the other point of contact.

At the bottom of the screen are options to save the information entered in the letter as a draft without submitting it to OWS/DOL, to proceed with submitting it, to reset the template or to cancel.

## **Online Help**

The Title XII LARAS includes extensive online help that provides additional information and instruction for using the system. Click the **Help** link in the top navigation to open and view the help topics and content.